

EQUAL EMPLOYMENT OPPORTUNITY PROGRAM

The Equal Employment Opportunity (EEO) Program implements Federal Law promoting equal employment opportunity for Federal Civilian employees and applicants. No Federal Agency may discriminate against any employee or applicant for employment because of **race, color, sex, religion, age, national origin, physical or mental disability, or reprisal**. Persons who complain of alleged discrimination or who participate in the presentation of such complaints are **unimpeded and free from restraint interference, coercion, discrimination, or reprisal**.

Counseling Stage: The complainant must consult with an EEO counselor **within 45 calendar days** from the date of the alleged incident. The EEO counselor will make every effort to resolve the complaint informally, at the lowest possible level, before a formal complaint may be filed.

Formal Complaints: A formal complaint must be in writing and may be filed in person or by mail with the EEO Manager.

Negotiated Grievance: If you are a member of a bargaining unit covered by a contract and if the negotiated grievance in that contract **does not exclude** discrimination issues, you may grieve discrimination under the negotiated grievance procedure. Your union contract outlines the specifics for filing a negotiated grievance.

EEO OFFICE

Bldg 400 Suite 1
676-4393
Linda Harrison, Manager